

SUPERVISOR OF CORRECTIONAL EDUCATION PROGRAMS

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: October 1-3, 2001

Collective Bargaining Identification: S03

Job Analysis Conducted By: Mary Sue Bautista, Staff Services Manager I

Number of Incumbents: Per Department of Corrections Filled/Vacant Position Report dated June 29, 2001 there are 32 incumbents in this classification.

Subject Matter Expert(s):

Phillip DeGrood, Supervisor of Correctional Education Programs, California Rehabilitation Center

Alice Roberts, Supervisor of Correctional Education Programs, California State Prison, Corcoran

Michael Lawson, Supervisor of Correctional Education Programs, Avenal State Prison

Katy Rapisura-Boodt, Supervisor of Compensatory Education, California Department of Corrections, Headquarters

INFORMATION GATHERING
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The initial list of task statements and the initial list of knowledge, skills, and abilities statements were identified after conducting a literature review which consisted of the following:

- Exam history file
- State Personnel Board job specification
- Consulting with various Subject Matter Experts